



KAMPALA KINDERGARTEN ASSOCIATION

P. O. Box 2823 Kampala (U), Tel: 0414-342887, kampalakindergarten@yahoo.com

Date: Wednesday 31st January, 2024

Dear Parent / Guardian,

Re: Orientation Week

On behalf of the Management and Staff, I wish to welcome you and congratulate our little one upon having made it to KKA “**The Best School in the World**”. We thank you for entrusting us with your child of such tender age. We promise to work hard in order to maintain this great trust. As a parent with a new child in the school, please take note of the following:

1. Uniforms

Every child is given dotted uniforms and one set of sportswear upon full payment of school fees. We would like to appreciate all the parents who have put in effort to collect the uniforms before the beginning of the term. This has enabled us to avoid the congestion on the first day of school. However, for the socks we request that you give us some more time as we wait for the consignment which is on the way from China. The sweaters as usual, are being embroidered with children’s names.

2. Labelling Children’s Property:

Every parent is requested to label all the child’s property to ease the teacher’s work in the process of managing it. Labelling services are available at school at a cost.

3. Time table

Children are expected to arrive at school by 8:00am. They are served with a break meal at 10:00am. Children who are not on the Daycare program are picked between 12:30pm and 1:00pm while those on the Daycare program are served lunch at 1:00pm, evening tea at 3:30pm and must be picked by 6:00pm.

4. Orientation Meeting

We wish to invite you for the Orientation Meeting scheduled for Tuesday 6th February, 2024 at 11:00am at the school. In this you will get more information about the following; the School Background, General School Timetable/Routine, Brief Information about the KKA Curriculum, KKA Class Allocation System, Transport, etc. It is important that every parent of a new child attends this meeting.

5. School Transport Scheme

We shall not be able to transport children during this Orientation Week (Wednesday 31st January to Tuesday 6th February, 2024). However, we request parents who wish to use the scheme to register with the school bursar. The school drivers will visit the homes of the children who are going to use the scheme on Tuesday 6th February, 2024 after the Parents’ Orientation Meeting. The Transport scheme will start transporting children on Wednesday 7th February, 2024 in the afternoon and evening (dropping the children back home). Then picking them from home will begin on Thursday 8, February 2024 upon the parent’s request.

6. Photographs

For record purposes, the school camera man will take two photos; a small one and a big one (calendar) for each child at a cost of 15,000/-.

7. KKA Child Pick Up System

KKA has a child pickup system which we shall introduce to the parents in the meeting on Tuesday 6th February, 2024. Meanwhile, please introduce any person that is supposed to pick your child to the teachers. Strangers are not allowed to pick children from school.

8. KKA Day Care

We hereby inform you that KKA has extend her Day Care Services to children below 2 years (3 to 24 months). If you are interested in the service, please check with our front desk for details.

9. Inquiries

Please feel free to make any other inquiries from the teachers of your child or the Headmistress’ office (Front Desk) about anything you may need to know as regards the school operations.

We look forward to your cooperation.

Nanyanzi Lucy
Head Teacher